

Job Title:	PROBATION OFFICER	Grade 11 – NE
Job Location:	District Office	

Major Duties:

Under general supervision, this position routinely engages in performing a wide variety of investigatory and supervisory responsibilities involving offenders. The position allows for independent decision-making, however, requires the development of additional knowledge and training. Perform related work as required.

Typical Examples of Work Performed: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Conduct and prepare presentence /predisposition investigation (PSI/PDI) reports in accordance with System standards.

Supervise offenders on probation in accordance with System standards.

Perform routine Probation practices and compile state and local forms and any other necessary paperwork.

Be available for speaking engagements and consultation with community groups under the direction of the Chief Probation Officer or designated supervisor.

Perform drug and alcohol testing on offenders.

Exercise the authority to arrest and detain offenders under the direction and general supervision of the Chief Probation Officer or designated supervisor.

Conduct intake and detention interviews and take appropriate action under the general supervision of the Chief Probation Officer or designated supervisor.

Attend outside training sessions and probation conferences.

Testify in court in the course of probation violation and sentencing hearings.

If applicable, engage in the electronic monitoring of offenders.

Probation Officer (cont.):

Qualifications for the Job:

Meet basic requirements for selection as a Probation Officer Trainee.

Must have completed a minimum of 120 hours of New Probation Officer Training provided by the Nebraska Probation System.

Must have served one (1) year as a Probation Officer Trainee.

Knowledge, skills and abilities required on the job:

Demonstrate ability in establishing and maintaining good rapport with the court system and other criminal justice agencies.

Demonstrate knowledge of available community resources and services.

Demonstrate ability in conducting and preparing presentence/predisposition investigation (PSI/PDI) reports as per System standards.

Demonstrate ability to supervise offenders as per System standards.

Demonstrate proficiency in areas of probation work and act as a resource person for other probation officers.

Knowledge of electronic monitoring policies and procedures and operation of electronic monitoring equipment.

Be willing to continue in-service education, attend seminars, training programs, etc.

Good written and oral communication skills.

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